

**ADMINISTRATIVE PROCEDURES OF THE
MILWAUKEE PUBLIC SCHOOLS**

**ADMINISTRATIVE PROCEDURE 7.31
SCHOOL VOLUNTEERS**

The Board has traditionally supported the work of volunteers in the Milwaukee Public Schools.

(1) DEFINITION

A school volunteer is a non-paid person functioning under the policies of the Board and under the supervision of a school, central administration, or supportive services staff members.

(2) APPLICATION AND SCREENING PROCEDURES

(a) All potential volunteers will complete a volunteer application at a Milwaukee Public School or in the Department of Public Affairs at the Central Services building. That application will be reviewed and revised with assistance from the Department of Human Resources.

(b) A copy of the completed application will be filed with the school and the Department of Public Affairs.

(c) Upon receipt of the application, the following will be conducted:

- a. review the application to ensure accuracy, including name, address, telephone number, etc.
- b. contact references and conduct police-record check, where appropriate
- c. conduct personal conference with potential volunteer whose background indicates limited contact with school-age children
- d. report findings to the respective building principal.

(d) A computer file of all volunteer applicants will be maintained in the Department of Public Affairs for use by principals and other staff members.

(e) Each school will ensure that an evaluation is on file for all school volunteers.

History: Adopted 8-29-84; Revised 10-15-90

Cross Ref.: Admin. Policy 7.31 School Volunteers

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